



Manager's Report

for Council Meeting of April 25, 2006

BUSINESS LICENSES

Feng Shui Painting
Free Flow Reiki Practice
Intihar Construction, LLC
K&K Professional Cleaners
Leesburg Baking Club, LLC
Leesburg Flyer Transportation
M. P. Painting
Posh On King
Pro Builders, LLC
W. M. Services

HUMAN RESOURCES

New hires and terminations for the period of April 10 to April 17, 2006

New Hires

Graham Copp
Jennifer Eaton

Position

Outdoors Facilities Supervisor
Admin. Associate I

Department

Parks & Recreation
EPW

Promotions

None

Transfers

None

Separations

Jay Matula

Rec. Program Supervisor

Parks & Recreation

PLANNING, ZONING & DEVELOPMENT**CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: APRIL 4, 2006 – APRIL 18, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Villages at Leesburg – Russell Branch Parkway East	Request for Preliminary/Final Development Plan Authorization	1 st	Proposal to construct a portion of Russell Branch Parkway road improvements related to the Villages at Leesburg.
Villages at Leesburg – Russell Branch Parkway West	Request for Preliminary/Final Development Plan Authorization	1 st	Proposal to construct a portion of Russell Branch Parkway road improvements related to the Villages at Leesburg.
B & M Motorcars TLPF-2006-0002 (911-913 Edwards Ferry Road, NE)	Preliminary/Final Development Plan	1 st	Proposal to construct a two-story 4,152 square foot building for vehicle sales and rental.
Oaklawn Townhouses, Section 2 TLCD-2005-0002	Construction Drawings	2 nd	Proposal to construct 100 townhouses and related infrastructure.
Potomac Crossing Church of Latter Day Saints TLPF-2004-0022 (800 block of Balls Bluff Road, NE; SW Corner of Battlefield Parkway and Balls Bluff Road)	Preliminary/Final Development Plan	4 th	Proposal to construct a 16,600 square foot church.
Fort Evans Plaza II (Carr Tank) International Pavilion (RPA-633-LC) TLBA-2005-0006 (550 Fort Evans Road, NE)	Boundary Line Adjustment Plat and Deed	3 rd	Proposal to adjust the boundary lines between the Town of Leesburg Carr Tank parcel and the surrounding parcels so that the Town parcel size increases allowing sufficient land for a 2 nd water tank.
River Creek Village TLPF-2005-0008 (1400 block of Edwards Ferry Road, NE)	Preliminary Development Plan	2 nd	Proposal to construct 133, 000 square feet of retail and office including one stand alone sit-down restaurant.
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 4, 2006 – APRIL 18, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Oaklawn Townhouses, Section 2 TLCD-2005-0002	Construction Drawings	2 nd	Proposal to construct 100 townhouses and related infrastructure.
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: APRIL 4, 2006 – APRIL 18, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Georgetown Mews, Lot 10 & ROW TLCP-2005-0001 (403 South King Street, SW)	Correction Plat	2 nd	Recorded - proposal to correct a boundary line between Lot 10 and public right-of-way along South King Street.
Leesburg Commerce Center (161-163 Fort Evans Rd NE)	Right-of-Way Plat	3 rd	Approvable Form - proposal to dedicate street right-of-way in relation to the construction of 91,816 square feet of office and retail uses in two three-story buildings.
Leesburg Veterinary Specialists (165 Fort Evans Rd NE)	Easement and Right-of-Way Plat	3 rd	Approvable Form - proposal to dedicate street right-of-way and creation of various easements in relation to the construction of a 18,300 square foot veterinary clinic.

ZONING DIVISION

Zoning Permits Issued Residential

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

1 SFA – Potomac Station

4 SFD – Stowers

2 SFD – Turner Wilson

4 SFA – Potomac Crossing

1 SFD - Fairview

Occupancy Permits Issued Commercial

751 Miller Drive, Suite H-2 – K-2 Medical

407 East Market Street – Loudoun County Public Schools

101 Davis Avenue – God's Children Learning Center

803 Sycolin Road, Suite 104 – Fire & Rescue

600 Somerset Park Drive – Retail/Office – Tavistock Farms

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 4 Public Facility Permits were issued totaling \$115,055.
- 3 work orders issued for meter sets
- 14 requests for occupancy inspection were issued.

Capital Projects Update

- One request for water and sewer system computer modeling was received.
- The contract for Carr Tank No. 2 and Rt. 643 Tank designs were awarded to the engineering firm of Hazen and Sawyer. A pre-design meeting was held to be followed by a field visit in mid-April.
- The miscellaneous water system improvements project will continue in the Carnaby Square subdivision
- Six proposals were received from consulting firms in response to the Lower Sycolin Sewer Conveyance System. The contract will be awarded to the engineering firm of Dewberry.

UTILITY LINES DIVISION

Routine Items Include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marking water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging

- sanitary sewer main cleaning in the northeast and northwest quadrants
- assisting the Auto Shop on Catoctin Circle with cleaning lateral
- assisting the Water Pollution Control Facility in cleaning Cattail and Big Springs pump stations
- assisting Street Department with cleaning the storm drain at Wirt Street and Davis Avenue

Summary Programs:

- Seven new connections were made to the Town's utility system
- Staff responded to 601 Miss Utility requests to locate utility lines.

TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of April 14, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Balch Library	1	Library Reference Specialist	1/26/06	√	√	√			
Eng & PW	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
	1	Maintenance Worker I (Streets Div)	4/31/06	√	√				
Finance	1	Parking Enforcement Officers (PT)	12/06/05	√	√				
Human Resources	1	HR Director	6/30/05	√	√	√			
Parks & Recreation	1	Building Supervisor (PT)	3/6/06	√	√	√			
	1	Sports and Fitness Rec. Program Super.	3/24/06	√					
Planning & Zoning	1	Sr. Planner	10/21/05	√	√	√	√	√	√
	1	Sr. Planner	3/28/06	√					
	1	Urban Forester	3/14/06	√					
Police	5	Police Officer I	4/7/05	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√	
	1	Communications Tech	1/27/06	√	√	√			
Utilities	1	Utility Maintenance Supervisor	3/24/06	Internal Recruit.	√				
Total	18								

John Wells
Town Manager